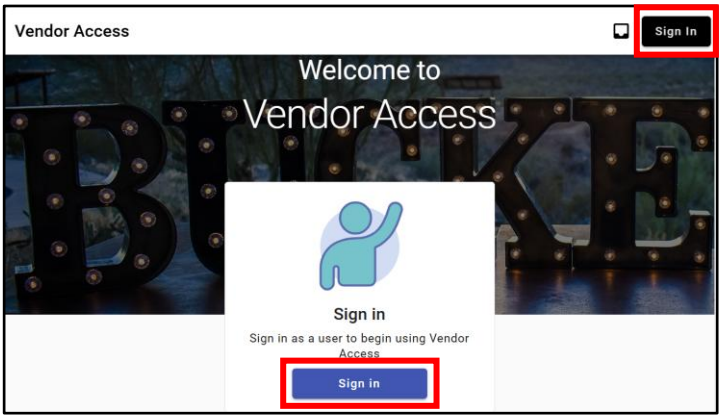
Vendor Access – Create a New Account

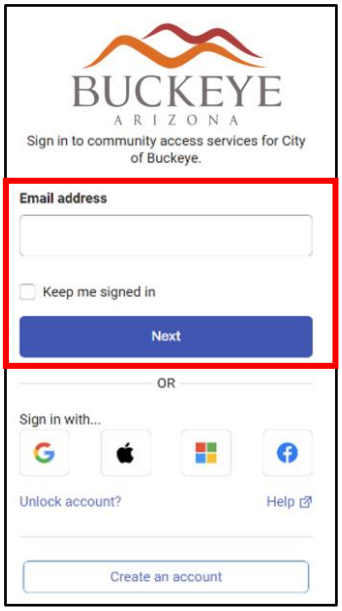
Purpose:

Provide vendors with instructions on how to create new vendor accounts in Vendor Access (VA), the City of Buckeye's portal for vendor management. After the new account has been created it will be sent to the appropriate City of Buckeye personnel for approval. Vendors should complete the steps contained in the Vendor Access – New Registration guide before completing this guide. **Note: Only vendors who have not previously done business with the City of Buckeye should complete these instructions.** To add a new email account to an existing vendor account, complete the steps contained in the Vendor Access – Link to an Existing Account guide.

Sign in to the user's initial VA account

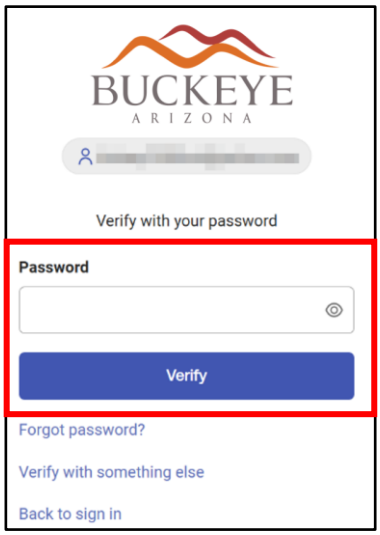
1. Complete the steps from the Vendor Access – New Registration guide to complete the new vendor's initial registration in VA.
2. Sign in to the VA portal using URL: https://cityofbuckeyeaz.tylerportico.com/va/vendor-access/registration.
3. Select "**Sign in**" using one of the two options.





4. In the **Email address** field, enter the email address used during initial vendor registration and then select "**Next**".

5. In the **Password** field, enter the password associated with the account and select "**Verify**". If the password is not known, select the "**Forgot password?**" link to have a verification code sent to the email address used during initial vendor registration.



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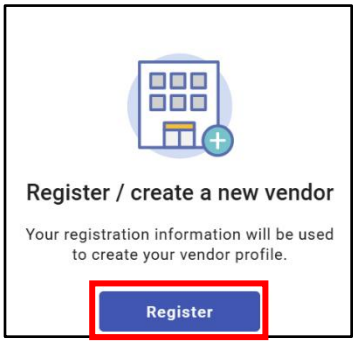
Complete the registration process for a new vendor account

Notice that all fields with a red "*" are required fields. Additionally, if you select "**Cancel**" at any time during the registration process you will close the registration screen, and all entered information will be lost.

Note: A completed W-9 is required for vendor registration. Vendors should download and complete a W-9 before initiating the registration process.

1. On the **Register / create a new vendor** card, select "**Register**".



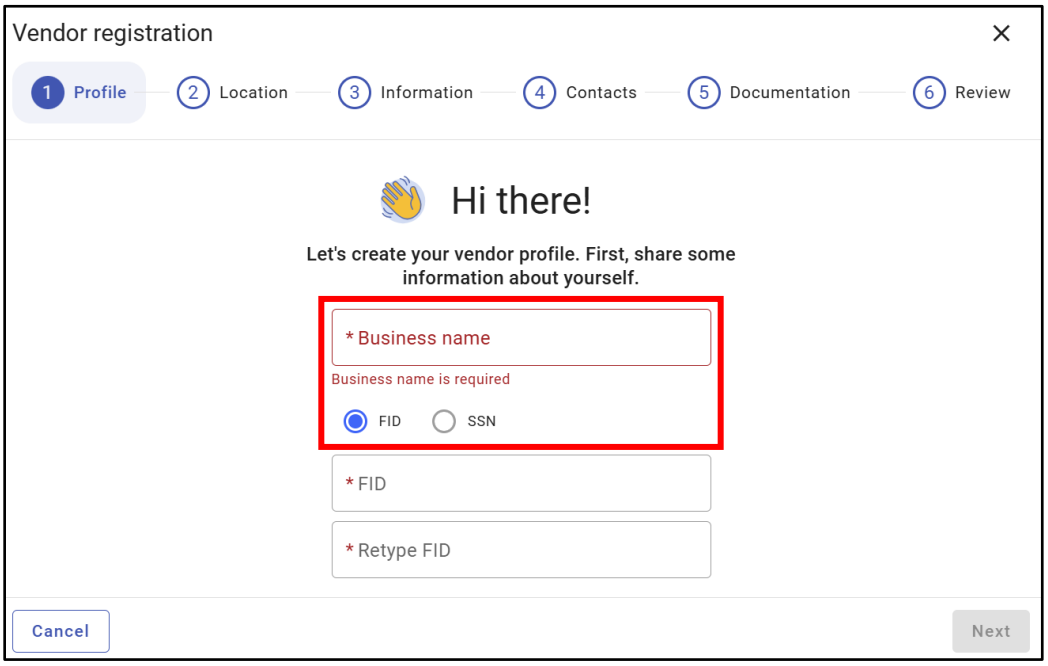
Note: As a reminder, only use this option if you are a new vendor and have not previously done business with the City of Buckeye. Selecting "Register" when a vendor already has a city profile can result in the creation of a duplicate record and will affect the overall registration process.

2. On the **Vendor registration** page, complete the following sections:
    a. In the **Profile** section:
        i. In the **Business name** field, enter the name of the business as it appears on the vendor's W-9 form.

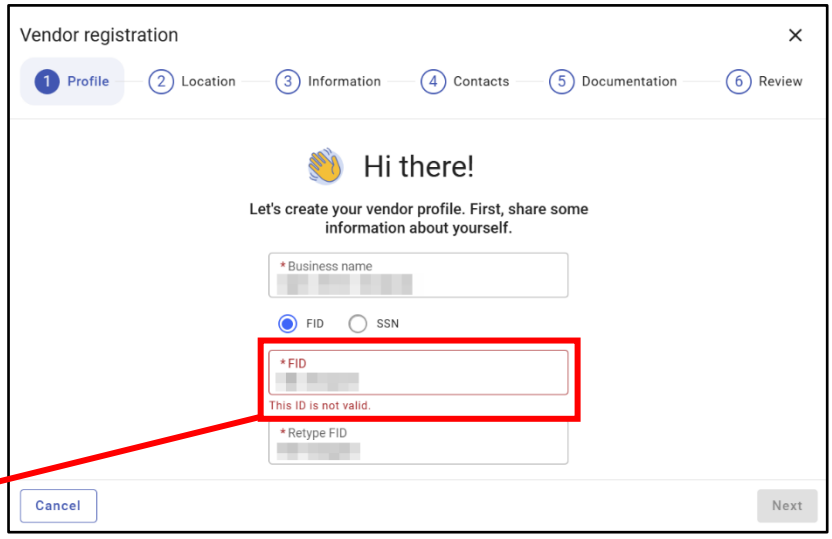
Note: Ensure that if your business name includes any special characters, that they are NOT entered in this field (e.g. "ABC-Company" should be entered as "ABC Company").

        ii. Select the "**FID**" (federal identification number) or "**SSN**" (social security number) radio button and fill out the corresponding fields.

Note: FID numbers are used in lieu of a taxpayer identification number (TIN) or employer identification number (EIN). If a vendor has a TIN or an EIN, they should enter this value in the FID field when prompted.



Note: If you encounter a "This ID is not valid" error, do NOT attempt to bypass the error. This error means that there is already a vendor account with this FID registered with the City of Buckeye. Select "Cancel" to close out of the registration process and follow the steps detailed in the Vendor Access – Link to an Existing Account guide to link to the existing vendor account.



iii. Select "**Next**".

b. In the **Location** section:

i. In the **Vendor information** sub-section:

1. In the **Vendor type** field, select "**GENERAL**" from the drop down menu. Notice that this is the only option.
2. In the optional **Doing business as** field, enter any other name by which the vendor is known. This field is limited to one response. If you have more than one business doing your name, they can be added later after your vendor account has been approved.

Note: Ensure that if the doing business as name includes any special characters, that they are NOT entered in this field (e.g. "ABC-Company" should be entered as "ABC Company").

3. In the **Vendor email** field, re-enter the email address used to initially register this account.

Note: Enter the same email address used when initially registering an account with Vendor Access. This email address receives PIN codes verifications when users utilize the Link to Account feature (see Vendor Access – Link to an Existing Account guide for details).

4. In the optional **Website** field, enter the vendor's website address.

ii. In the **Bank information** sub-section:

1. Select the "**Update my bank account**" button.
2. In the **Routing number** field, enter the vendor's bank routing number.
3. In the **Account number** field, enter the vendor's bank account number.
4. Select either the "**Checking**" or "**Savings**" radio button.
5. Select "**Save**".

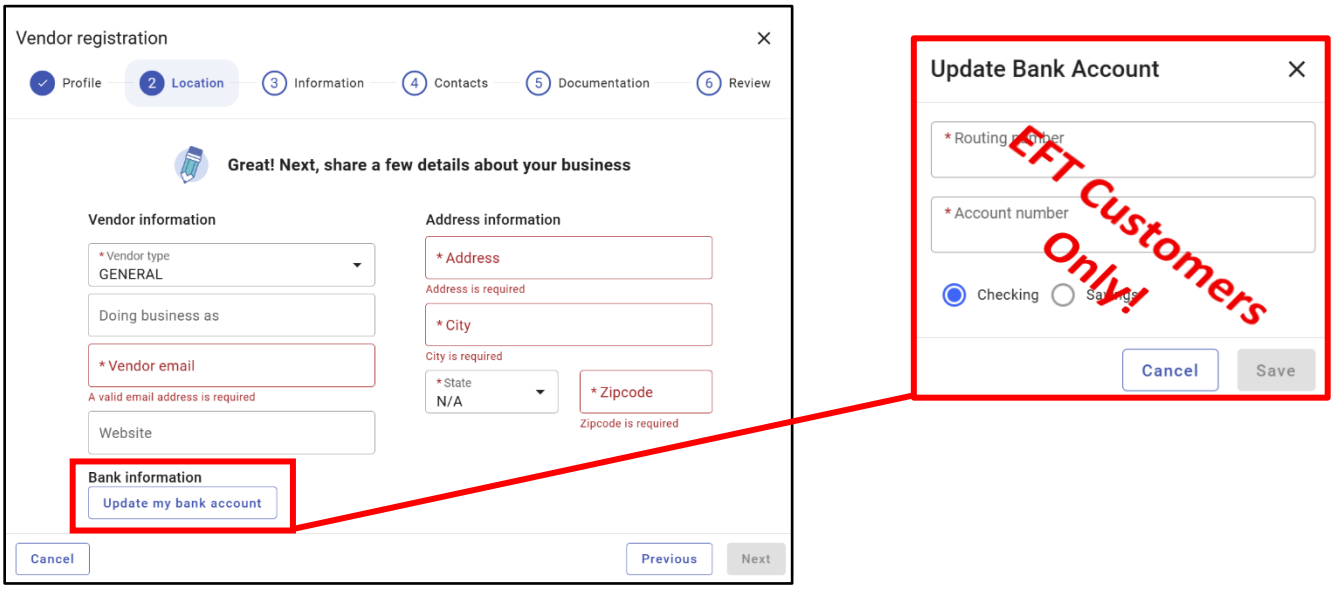
Note: The Bank information section is ONLY for vendors who want to receive payments via Electronic Funds Transfer (EFT). If vendors want to receive their payments via mailed printed checks, they should NOT complete the Bank information section.

iii. In the **Address information** sub-section:

1. Enter the vendor's address information from their W-9 form in the various address fields. This address will be shown as the Main Address on the vendor profile.

Note: Vendors should ensure they enter the address details from their W-9 in these fields. If their remit to address for payments is different, they can enter this address after their vendor profile has been approved by City of Buckeye personnel.

iv. Select **Next**.



c. In the **Information** section:

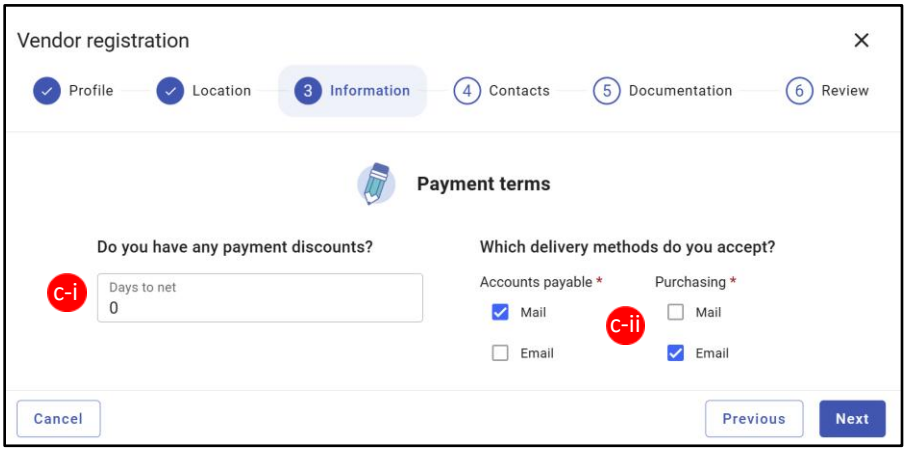
i. In the **Do you have any payment discounts?** section, **Days to net** field, enter the number of days after the invoice date that the City of Buckeye has to pay the vendor's invoice.

ii. Select the checkboxes for your company's **Accounts payable** and **Purchasing** delivery method option preferences. Options include Mail or Email.

1. Accounts payable delivery method: Pertains to Accounts payable check/EFT remittance advice statements that will be sent to the vendor.

2. Purchasing delivery method: Purchase Orders (POs) that will be sent to the vendor.

Note: The Next button will not highlight to allow the vendor to advance until at least one option is selected for both Accounts payable and Purchasing delivery methods.



d. In the **Contacts** section:

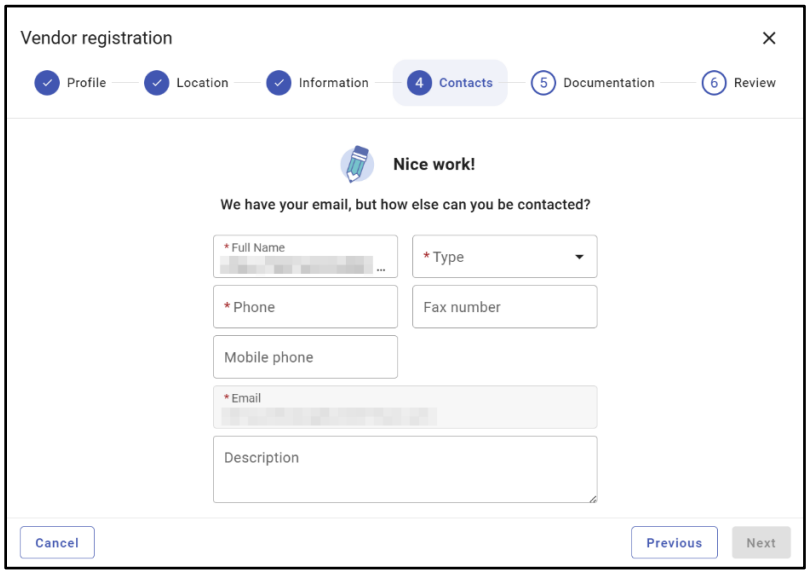
   i. In the **Full Name** field, ensure the listed contact name is correct. Note that the Full Name value has populated from the name entered during initial vendor registration and they should be the same.

   ii. In the **Type** field, select "**General Contacts**" from the drop down menu.

   iii. In the **Phone** field, enter the primary phone number for the contact. This should be the same number entered during initial account registration.

   iv. Notice that the Fax number and Mobile phone fields are optional.

   v. In the **Email** field, ensure the listed email address is correct. Note that the listed email address imported from the initial vendor registration and cannot be changed.



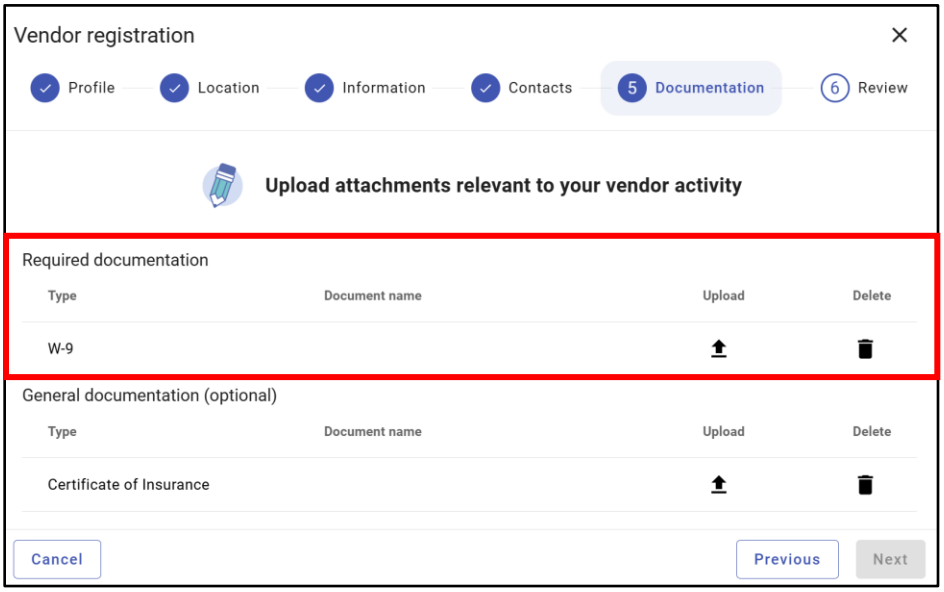
Note: As a reminder, this email address can only be updated by City of Buckeye personnel. If the wrong email address has been entered, select "Cancel" and restart the registration and new account creation steps using the correct email address.

   vi. In the optional **Description** field, enter a description of the contact if desired.

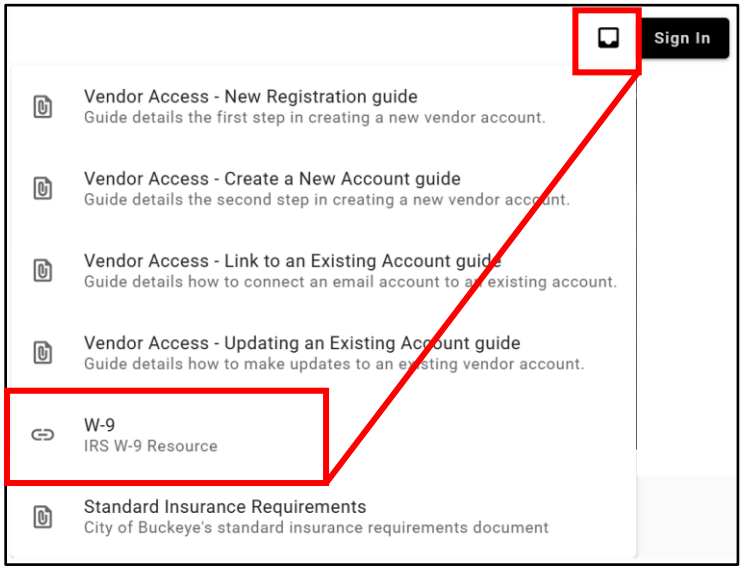
   vii. Select **Next**.

e. In the **Documentation** section:

   i. In the **Required** documentation sub-section, select the "**Upload** ⬆ **icon**" to upload the vendor's W-9 form.



Note: As a reminder, a link to an IRS W-9 Resource is provided under the Resources icon in the top right of the screen.



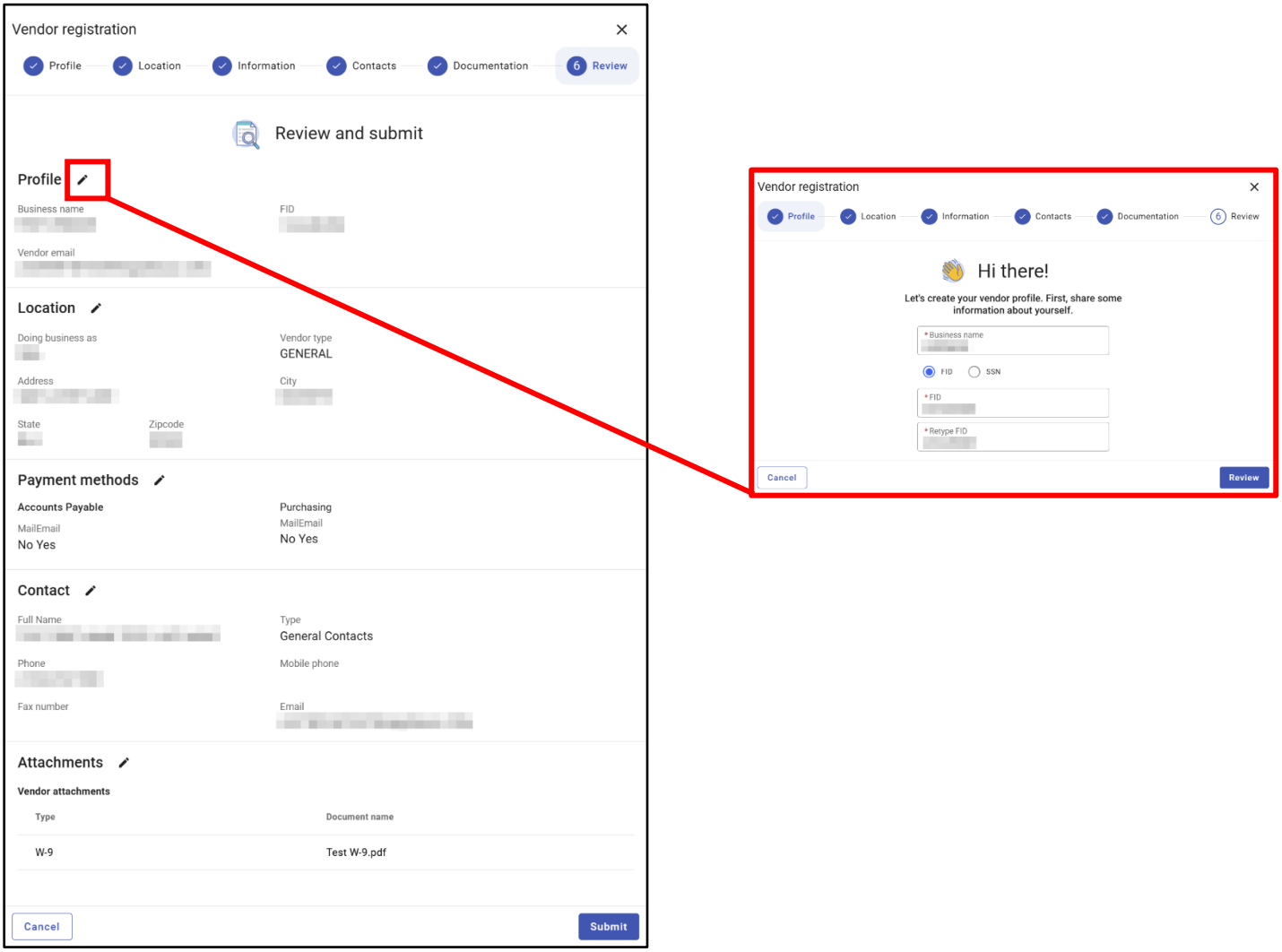
Note: The Next button will not highlight to allow the vendor to advance if a W-9 has not been uploaded.

ii. In the **General documentation (optional)** sub-section, upload your company's Certificate of Insurance if applicable.

Note: A Certificate of Insurance is typically provided by contractors doing business with the City of Buckeye. For more information see the City of Buckeye Standard Insurance Requirements document located under the Resources icon in the top right of the screen and on the Procurement page of the City of Buckeye website using URL: https://www.buckeyeaz.gov/business/construction-contracting/existing-vendors. Note that larger contracts may require a higher insurance limit than those contained in this document.

f. In the **Review** section:

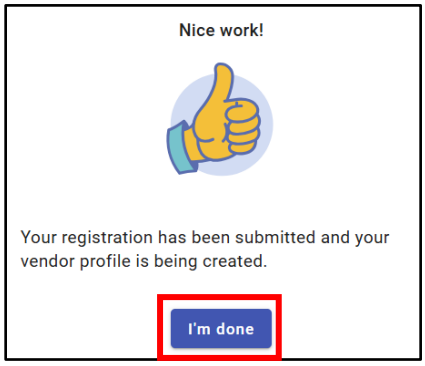
i. Ensure all listed information is correct. To edit, select the "**pencil**  **icon**" next to the corresponding section. After making changes, select "**Review**" to return to the Review and submit page.



Note: After you submit your profile, the entered information along with your W-9 will be sent to City of Buckeye personnel for review. As a reminder, ensure that the details entered in your profile match those on your W-9.

ii. Select "**Submit**".

3. When prompted that your registration has been submitted, select "**I'm done**".



4. The vendor profile is now pending approval by the City of Buckeye. Notice the alert "**You have pending updates! View the details below**" banner and the "**pending change**  **icon**" reveal that this record has not yet been finalized.